

JUL 7, 2003

MEMORANDUM FOR DISTRIBUTION

Subj: ANNOUNCEMENT AND REQUEST FOR NOMINATIONS FOR THE
CAPITOL HILL WORKSHOPS FOR FISCAL YEAR 2004

Encl: (1) FY 2004 Capitol Hill Workshops
(2) GAI Registration Form

The Department of the Navy has contracted for seven sessions of the Capitol Hill Workshop. Enclosures (1) and (2) provide specific information on the schedule of the workshops and submission of nominations. Additionally, program information may be obtained using the following web address: www.georgetown.edu/ssce/gai.

Please provide nomination information directly to the Government Affairs Institute (GAI) at Georgetown University. Should you have questions please contact Ms. Joanne Jones at (202) 764-0639 or DSN 764-0639.

RODNEY E. MARKHAM
Director, Executive Personnel and
Leadership Development Division

Distribution:
Echelon I & II Commands
DCPPs
HRSCs
HROs

Copy to:
CLB

The Government Affairs Institute at Georgetown University

FY04 CAPITOL HILL WORKSHOPS

The Government Affairs Institute at Georgetown University will offer seven **Capitol Hill Workshops** in FY04. Each Workshop runs four days, and is conducted entirely on Capitol Hill. These programs **fill quickly**, so you are urged to register **early** if you wish to attend. See below for registration requirements and deadlines.

The purpose of the Capitol Hill Workshop is to provide a first-hand understanding not only of congressional process and procedure, but also the “culture” that is the United States Congress. Over the four days, participants will hear from, and be afforded the opportunity to ask questions of, Members of Congress, congressional staff, academic observers, interest group representatives, news media representatives, and Executive branch officials, including Department of the Navy Legislative Liaison staff.

Participants will receive briefings specifically tailored for the Navy on the current status and insider analysis of legislative issues of most interest and importance to officials of the Department of the Navy. Topics range from the issues and politics of the overall Department of Defense authorization and appropriation to the details of specific programs and systems.

Topics covered may include:

- Leadership and organization in Congress
- The politics of the legislative process
- The authorization, appropriation, and budget processes
- Committee and floor procedure
- The roles of committee and personal staff
- Congressional oversight
- The influence of the media and special interests

Participants will also attend committee hearings and/or observe floor action in the chambers.

Dates

- ✂ October 7-10, 2003
- ✂ February 2-5, 2004
- ✂ March 15-18, 2004
- ✂ April 19-22, 2004
- ✂ May 17-20, 2004
- ✂ June 14-17, 2004
- ✂ July 19-22, 2004

Payment Deadline

- September 8, 2003
- January 5, 2004
- February 13, 2004
- March 22, 2004
- April 19, 2004
- May 10, 2004
- June 14, 2004

Eligibility

GS 11 and above, O2 and above

Tuition

\$800

How to Register

You must submit a GAI registration form to the Government Affairs Institute, with your method of payment indicated. Registration forms will be accepted in the order they are received. If payment is included with the registration form (credit card information; or DD1556 with PO or Standard Document Number; or check) you will be **enrolled** in the class, providing space exists.

Applicants who submit registration forms without payment will be placed in **reserve status** pending receipt of payment. If payment is not received by the deadline indicated, individuals on the waiting list for that class will be given the opportunity to enroll. Applicants will receive confirmation of their enrolled or reserve status by fax or e-mail within ten days of receipt of the registration form.

Cancellations, requests for transfer to another session, or requests to substitute an applicant must be received in writing by mail or fax by the payments deadline for that class to avoid a cancellation fee. If they are received after the payment deadline, but at least one week prior to the start of the class, your agency will be charged a \$75 fee. If they are received less than one week prior to the start of the class, the full tuition will be charged.

All sessions will be conducted on Capitol Hill, and will begin at 8:00 a.m. on the first day of the class. Approximately two weeks prior to the start of the class, enrolled participants will receive a letter specifying the specific location of the first session, where a complete agenda will be provided.

Those who attend the Capitol Hill Workshop may apply the workshop toward the Certificate in Legislative Studies Program at Georgetown University. Please call us at (202) 333-4838 for more information.